

# Sample Professional Development Plan

Skill to Develop (may be specific to current role (i.e. performance) or in support of a future leadership role (i.e. potential))	Experiential Learning (70%) – learn by doing	Exposure (20%) – learn through and with others	Education (10%) – formal learning		Reflection – what did I learn from my experience(s)? How was I challenged or stretched? What did I discover about myself? What new insights do I have and how will they help me be more successful?
			Self-Study	Instructor-led	
Increase competence and confidence in public speaking	Tape myself giving a presentation, watch tape, reflect on areas of strength and opportunity, make notes, re-tape	Ask manager to share when I am not speaking up enough in team meetings	Read Harvard Business Review article “How to give a killer presentation”	Attend MAPS and Office of Human Resources presentation or facilitation workshops	I realized I have the competence, once I get started I am a strong public speaker. However in the past I often doubted myself and wasn’t overly confident in my abilities.
	Ask manager if I can present a program update at the next team meeting	Ask for feedback from participants after every presentations. Share with manager and ask for developmental coaching			I learned the difference between facilitating a conversation and teaching a class. Every presentation I deliver does not have to be a teaching class. Facilitation skills are essential to become a stronger public speaker.
	Ask HR if I can lead departmental new employee orientation in the next three months	Watch peers, whose public speaking skills I admire, facilitate a program			I need to stop thinking I have to have all of the answers when I’m facilitating or teaching. I learned new tricks to help the class share answers, which took some of the pressure off of me & allowed the class to share experiences.
		Engage in mentoring relationship(s) with strong facilitators			
<b>Application</b> – describe, using specific examples, how I will apply what I learn			Identify one new best practice and apply to next presentation		



**THE OHIO STATE UNIVERSITY**  
HUMAN RESOURCES



Learning & Development

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			Self-Study	Instructor-led	
Become a more effective manager by providing more consistent coaching and feedback to direct reports	Practice coaching conversations with peers once/week for 6 weeks	Ask manager to observe feedback and/or coaching I share publicly and provide me with specific feedback	Read Coaching and Feedback tip sheets on OHR website	Attend G2M building a culture of coaching program	Coaching is not always telling someone what to do, it's helping them reach their full potential. I need to shift my mindset to be a better coach.
	Practice specific feedback conversations with peers. Ask a peer to “check my thinking” before delivering feedback	Explicitly ask for feedback from direct report. Reflect on feedback and share in practice coaching conversations.	Watch successful coaching and feedback videos	Attend Difficult Conversations workshop	I learned the power of questions and how to ask more effective questions that help employees come up with their own answers
	Practice mindfulness to help me get in the right frame of mind for coaching and feedback conversations (i.e. am I listening, curious and reflective?)		Develop list of coaching and feedback questions		I realized I've been thinking about all of my employees the same way yet the reality is they are at different stages of their careers, are motivated differently and need different things from me. I need to take a step back and spend more time getting to know them individually. I need to make my relationships with my employees a priority for me and them.
<b>Application</b> - describe, using specific examples, how you will apply what you learn	Reflect and listen to feedback from peers and apply one new learning in ongoing coaching conversations				